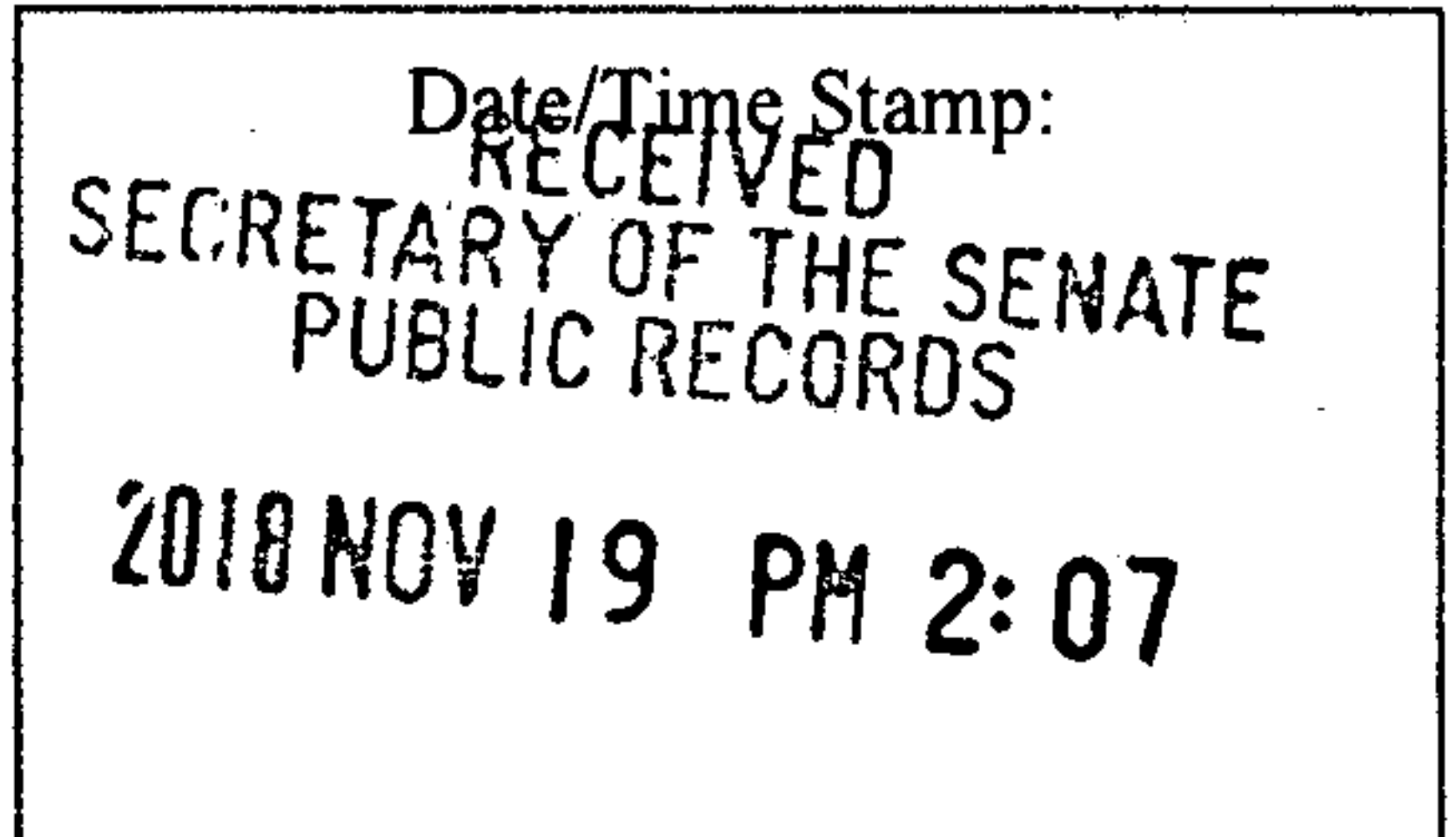


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): October 18, 2018-October 20, 2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$482.00	\$288.00	\$111.00	\$20.00 Fee for UN Guided Tour and Lecture Briefing

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Attached agenda included.

11-19-2018
(Date)

Naz Durakovic
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11-19-2018
(Date)

[Signature]
(Signature of Supervising Member/Officer)

UNITED NATIONS FOUNDATION

**AGENDA FOR:
United Nations Foundation's
Congressional Staff Learning Trip to UN Headquarters
October 18 & 19, 2018**

Thursday, Oct. 18, 2018

- 3:50 PM – 6:46 PM** **Depart Washington, D.C. via Amtrak Acela # 2172**
Location: Union Station
- 6:46 PM – 7:00 PM** **Transfer to Hilton Millennium New York One UN Plaza Hotel**
- 7:00 PM – 7:45 PM** **Check in at Hilton Millennium New York One UN Plaza Hotel and prepare for dinner**
Location: One UN Plaza, New York, NY 10017
- 7:45 PM – 8:00 PM** **Transfer to Amali Restaurant for dinner**
Location: 115 E 60th St, New York, NY 10022
- 8:00 PM – 9:30 PM** **Welcome Dinner with the Delegation Participants**
Remarks by *Klaus Simoni Pedersen, UNFPA; Sharon Grobeisen, UN Women; Dr. Stefan Peterson, UNICEF*
Location: Amali Restaurant, 115 E 60th Street, New York, New York
- Briefing focus: To discuss the UN humanitarian system's coordination and challenges of ongoing programs to protect and ensure access to health care for women in dire humanitarian and developing settings worldwide.*

Friday, Oct. 19, 2018

- 7:30 AM – 7:45 AM** **Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the United Nations**
Location: Hilton Millennium New York One UN Plaza, One UN Plaza, New York, NY 10017
- 7:45 AM – 8:15 AM** **Travel to United Nations Headquarters**
- 8:15 AM – 9:00 AM** **Working Breakfast: Regional Case Study – UN's unified response for women and children in Rohingya Crisis in Bangladesh with *Ramiz Alakbarov, UNFPA; Nabila Zaka, UNICEF; and Dan Seymour, UN Women***
Location: UNHQ- Private Dining Room 1-3
- Briefing focus: How UN agencies are coordinating to meet the unique needs of Rohingya girls, women, and children displaced in Bangladesh.*
- 9:00 AM – 10:00 AM** **Regional Case Study - Providers of Last Resort – How the UN reaches the hardest-to-reach girls, women, and their babies in Yemen with *Ann Erb Leoncavallo, UNFPA Humanitarian Specialist; Sara Bordas Eddy, UNICEF***
Location: UNHQ- Private Dining Room 1-3
- Briefing focus: To discuss the ongoing work of the UN in humanitarian settings, specifically in response to the ongoing humanitarian crises in Yemen.*
- 10:00 AM – 10:15 AM** **Transfer to UN Guided Tour**

United States Senate

SELECT COMMITTEE ON ETHICS

October 12, 2018

Naz Durakoglu
Office of Senator Jeanne Shaheen
United States Senate
Washington, DC 20510

Dear Ms. Durakoglu:

This responds to your recent correspondence concerning an invitation you received to travel on a fact finding trip to the United Nations Headquarters in New York, New York, on October 18-19, 2018, sponsored by United Nations Foundation (UNF). UNF certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. UNF has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, UNF is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *id.* at 2.

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Naz Durakoglu

Employing Office/Committee: Senator Jeanne Shaheen

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): October 18, 2018 - October 20, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): United Nations Headquarters in New York, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

Oversight of UN funding issues and various foreign policy matters. Approval letter from Ethic attached.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

(Previously signed)
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Jeanne Shaheen hereby authorize Naz Durakoglu
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

(Previously signed)
(Date)


(Signature of Supervising Senator/Officer)

UNITED NATIONS FOUNDATION

10:15 AM – 11:00 AM **United Nations Guided Tour and Briefing**
Location: United Nations Headquarters

11:00 AM – 11:15 AM **Return to Private Dining Room 1-3**

11:15 AM – 12:00 PM **Regional Case Study: Insecurity in the Sahel – How the UN is empowering girls and women to combat insecurity with Gifty Addico, UNFPA; Sarah Douglas, UN Women**
Location: UNHQ, Private Dining Room 1-3

Briefing focus: To discuss the UN's programs and efforts to foster peace and security through the health and empowerment of women and girls in the region, with a special focus on the UN response to the captured girls from Chibok.

12:00 PM – 12:15 PM **Transfer to Private Dining Room**

12:15 PM – 2:00 PM **Working Lunch & Feedback Session: What's New at the UN? Applying private sector thinking at the UN with; Burak Cakmak of Parson's School of Design to discuss sustainable garments in humanitarian settings with UNFPA; Theresia Thylin, Humanitarian Programme Specialist, UN Women to discuss blockchain in humanitarian settings**
Location: UNHQ, Private Dining Room 6

Briefing focus: To discuss the role of private sector partnerships and new innovations led by the UN in humanitarian and developing country settings.

2:00 PM – 2:30 PM **Depart United Nations HQ for Hilton Millennium New York One UN Plaza Hotel**

2:30 PM – 4:02 PM **Depart Hilton Millennium New York One UN Plaza Hotel for New York Penn Station**

4:02 PM – 7:00 PM **Depart NYC via Amtrak Acela #2165**
Location: New York Penn Station

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
 2. Description of the trip: UN Foundation Congressional Staff Learning Trip to the United Nations
 3. Dates of travel: Thursday, October 18, 2018 - Friday, October 19, 2018
 4. Place of travel: New York, NY
 5. Name and title of Senate invitees: Please see attached.
 6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with UN officials to learn more about how the UN is providing protection and access to health care to women in dire humanitarian and development settings worldwide.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF regularly sponsors a mix of domestic and international congressional trips focused on UN issues.

Between 2011 and 2017, for example, UNF organized staff/Member trips to Atlanta, New York, Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, and the Central African Republic.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers

businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500.00 (Roundtrip train fare from Washington DC to New York, and shuttle service to and from train station and hotel)	\$369.00	\$111.00	\$20.00 Fee for UN Guided tour and Lecture Briefing

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to the UN Headquarters, which is located in New York, NY.

19. Name and location of hotel or other lodging facility:

Millennium Hilton New York One UN Plaza Hotel, One UN Plaza, New York, NY 10017

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was chosen because of favorable cost and location. All attendees will be staying at this hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be above GSA per diem (\$288.00) due to high volume occupancy in NY.

Food expenses will be on par with GSA per-diem (\$74.00)

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Roundtrip transportation between Washington DC and NY will be on Amtrak Acela and shuttles to/from

NY Penn Station and hotel. UNF will provide roundtrip business class tickets. Amtrak Acela is a business class train, basic fare is business.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Peter Yeo, Senior Vice President

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006

Telephone Number: 202-887-9040 (ask for Troy Wolfe)

Fax Number: 202-887-9021

E-mail Address: twolfe@unusa.org

UNITED NATIONS FOUNDATION

August 28, 2018

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Naz Durakoglu
Senior Policy Advisor
Office of Senator Jeanne Shaheen
506 Hart Senate Office Building
120 Constitution Ave NE
Washington, DC 20002

RE: Invitation to Congressional Staff Learning Trip to the United Nations
Headquarters October 18-19, 2018

Dear Naz,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to United Nations Headquarters in New York on Thursday, October 18 – Friday, October 19, 2018.

If you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, providing an opportunity to learn about the UN's work firsthand and ask questions about a wide range of policy initiatives

The upcoming trip will do a deep dive into how the UN is working together to provide protection and access to health care to women in dire humanitarian and development settings worldwide. We will use in-depth case studies in three critical areas – Syria, Bangladesh, and the Sahel – to illustrate the unique challenges faced by women in such crisis settings and to illustrate how the UN agencies work together to achieve greater impact. Throughout the trip, we will be meeting with high level leads of UN agencies, like the UN Population Fund (UNFPA), UN Women and UNICEF, and others working in these areas.

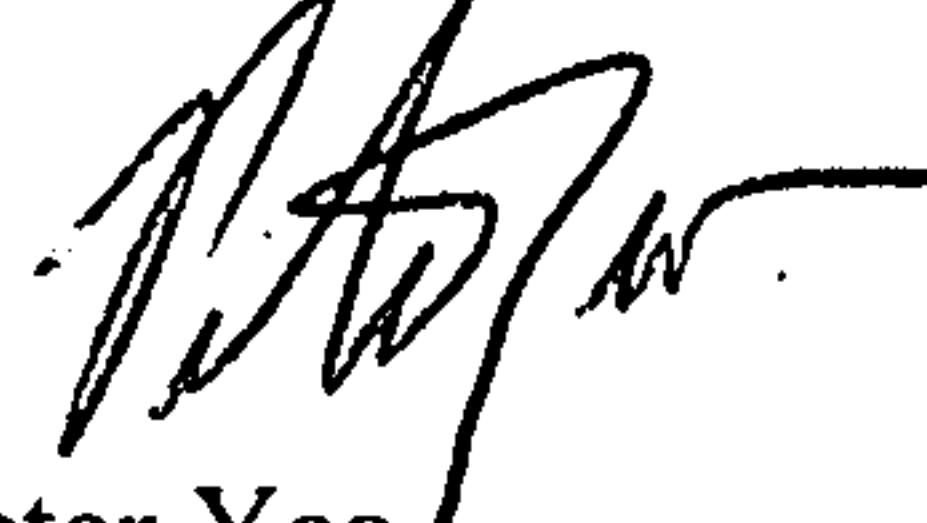
The basic format of the trip is as follows: the delegation will take the train to New York on Thursday, October 18 in the afternoon for a working dinner with speakers from the UN agencies giving an overview of their work. On Friday, October 19, we will participate in a series of meetings at UN Headquarters, where we will be briefed by senior officials from the assortment of UN agencies. We will close the day with a working lunch with one last UN speaker, after which you will depart for DC on an afternoon train.

UNITED NATIONS FOUNDATION

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all House/Senate ethics guidelines. **If you are interested in participating, please let us know by Monday, September 10.**

With best wishes,

Sincerely yours,



Peter Yeo
Senior Vice President

Answer to Question 5

Senate Invitee List for United Nations Foundation Congressional Staff Learning Trip to the United Nations Thursday, October 18, 2018 – Friday, October 19, 2018

This learning trip is designed to examine the United Nations' efforts to provide protection and access to health care to women in dire humanitarian and development settings worldwide. The following staff have been invited to participate because they are responsible for issues related to foreign policy, global health, and/or women's and gender issues.

- R. Chris Farrar, Legislative Assistant
Sen. John Boozman (AR-R) Senate Appropriations Committee
- Anna Dietderich, Legislative Correspondent
Sen. Lisa Murkowski (AK-R) Senate Appropriations Committee
- Jessica Elledge, Legislative Assistant
Sen. Christopher Murphy (CT-D), Senate Appropriations Committee
- Kelsey Magill, Legislative Correspondent
Sen. Chris Coons (DE-D) Senate Appropriations Committee
- Tom Mancinelli, Foreign Policy Legislative Assistant
Sen. Chris Coons (DE-D) Senate Appropriations Committee
- Ryan Evans, Foreign Policy Legislative Assistant
Sen. Johnny Isakson (GA-R) Senate Foreign Relations Committee
- Afreen Akhter, National Security and Foreign Affairs Adviser
Sen. Chris Van Hollen (MD-D), Senate Appropriations Committee
- John-Paul Mantone, Defense Fellow
Sen. Susan Collins (ME-R) Senate Appropriations Committee
- Mike Wakefield, Legislative Counsel
Sen. Susan Collins (ME-R) Senate Appropriations Committee
- Naz Durakoglu, Senior Policy Advisor
Sen. Jeanne Shaheen (NH-D) Senate Appropriations Committee

- Sarah Arkin, Policy Director, Minority
Senate Foreign Relations Committee
- Laura Updegrave, Foreign Policy Advisor
Sen. Jeff Merkley (OR-D) Senate Appropriations Committee
- Laurel Sakai, Counsel – Health, Minority
Senate Health, Education, Labor and Pensions Committee
- Emily Farnell, Foreign Policy Legislative Assistant
Sen. Joe III Manchin (WV-D) Senate Committee on Appropriations
- Leigh Maiden, Legislative Correspondent
Sen. Joe III Manchin (WV-D) Senate Committee on Appropriations
- Charlotte Oldham, Senior Professional Staff Member
Senate Foreign Relations Committee
- Walton Chaney, Legislative Assistant
Sen. Cindy Hyde-Smith (MS-R) Senate Committee on Appropriations

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